



DEPARTMENT OF PERSONNEL & ADMINISTRATION  
STATE ARCHIVES AND PUBLIC RECORDS  
RECORDS DISPOSITION SCHEDULE

ARCHIVES NO.

07-35

DEPARTMENT Local Affairs	DIVISION Executive Director's Office	SECTION Human Resources	PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/>
ITEM NO.	DESCRIPTION	RETENTION PERIOD	SPECIAL INSTRUCTIONS
1.	Employee Time Sheets	5 years + current	NOTE: No record shall be destroyed that pertains to any pending legal case, claim, action or audit.
2.	Personnel Action Request Forms	3 years + current	
3.	Personnel Folders	10 years after the employee retires or separates from the department	

I request approval of the above records disposition schedule. Retention periods have been established by this agency after careful evaluation of all of the factors listed in the State Records Management Policies and Procedures Manual. I hereby certify that I am

authorized to act for the head of this agency in matters pertaining to disposal of records. I also certify that I will comply with all conditions listed on page 4-10 of the Records Management Policies and Procedures Manual..

State Archivist's Signature <i>Terry Letelsen</i>	Date <i>12/26/2006</i>	Records Liaison Officer's Signature <i>Mona Heustis</i>	Date <i>10/12/06</i>
Attorney General's Signature <i>John W. Smithers by mm</i>	Date <i>1/29/07</i>	State Auditor's Signature <i>CECILE E. RAG</i>	Date <i>1/8/07</i>